

## Blanket Purchase Agreement Questions and Answers

### What is a BPA (Blanket Purchase Agreement)?

A simplified method of filling repetitive needs for supplies and services by establishing “charge accounts” with qualified sources of supply at a pre-determined rate. Purchase authority is limited by purchase amount and personnel authorized to use the agreement.

### How do I know who is authorized to order from the agreement?

All individuals or positions authorized to purchase under the BPA will be listed in the letter vendors will receive with an agreement. An updated list will be sent as individual names are added or deleted.

### How do I know that an order is authorized?

You will receive a government authorization form by fax or in person. It can only be signed by an authorized person listed on the BPA. This form will have instructions on what is being ordered **OR** you may receive a telephone call order – be sure the ordering person identifies himself or herself as being on the list before taking the order. When the order is picked up, you should ask for a form of identification and **you must have the person sign the receipt, invoice or delivery ticket.** Retain copies of this authorization to include with your billing invoice.

### What is the per diem rate for In-House Meals?

The per diem rate for meals eaten at the restaurant **must** be followed. The amount allowed for meals cannot exceed the following limits:

|           |        |       |         |        |         |
|-----------|--------|-------|---------|--------|---------|
| Breakfast | \$7.00 | Lunch | \$11.00 | Dinner | \$18.00 |
|-----------|--------|-------|---------|--------|---------|

The Meals Authorization form and/or meal ticket must be signed by the government employee and a 15% gratuity may be added at the time of service. The total price of the meal and gratuity must not exceed per diem rates. If price does exceed per diem, the government employee authorized will need to pay the difference at the time of purchase. If at any time during the agreement you find a problem or concern, please do not hesitate to contact us. It is strongly recommended to provide a copy of your menu.

## **How do I bill for payment?**

All orders must have delivery tickets or sales slips which shall contain the minimum information listed in the BPA agreement clauses. Twice monthly, a "Summary Invoice", with all delivery tickets or receipts attached shall be submitted to the Contracting Officer for payment.

Mail to:       BLM  
                  1405 Hollipark Drive  
                  Idaho Falls, ID 83401  
                  Attn: BLM Contracting Officers

If the "Summary Invoice" isn't completed, according to the agreement clauses the payment can not be made. You must assign an **"Invoice Number"** to the summary.

## **When do I get paid?**

Payments are subject to the "Prompt Payment Act." Payments are to be made within 30 days of receipt of summary invoice. Each summary invoice is date stamped as it is received in the mail room.

There are two methods of receiving payment – electronic funds transfer and government credit card.

If you have elected to be paid by electronic funds transfer, Automated Clearing House (ACH), your electronic payment should be paid within 30 days from the date stamped upon the summary invoice. See additional information below.

If you have elected to be paid by government credit card, your business will receive a call from a contracting officer within 7 to 14 days of receipt of the summary invoice to provide the appropriate information to make a credit card transaction. When the credit card payment has been authorized and approved, you will be required to provide the contracting officer with a transaction receipt.

## **ACH Payment.**

Payments are by electronic funds transfer to your financial institution. You are required to complete registration on the Central Contractor Registration website ([www.ccr.gov](http://www.ccr.gov)). These payments can not be made until the information has been entered into this system. The information entered must be accurate! Incorrect information leads to payments being lost or misdirected.

## **How do I find the payments when they are paid electronically?**

Call your bank. Their accounting ACH Coordinator will be able to tell you what amounts you have been credited and the invoice number associated with that payment.